



Job Opportunity

State Controller's Office

Position: Staff Services Manager I

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: June 13, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Butch Massoni, (916) 322-8104

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-4800-042

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Staff Services Manager III, Bureau Chief, Personnel/Payroll Operations Bureau, the Staff Services Manager I supervises and directs the work activities of the Tax Support Section, (TSS). The TSS is responsible for performing necessary analytical, legislative and administrative project work to support the statewide federal and state tax programs via the Employment History, Uniform State Payroll System and related subsystems.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties will include, but not be limited to the following:

- Provides oversight, development and direct supervision of three (3) Associate Governmental Program Analysts performing complex, varied and difficult statewide assignments encompassing program design, development, planning, research, management, and systems analysis and evaluation.
- Independently performs the most difficult and sensitive activities involving stakeholders including the Internal Revenue Service, Social Security Administration, Employment Development Department, Franchise Tax Board, New York and Illinois Tax and Revenue departments, California State University Trustees and campuses, and state departments and agencies.
- Consults with and apprises division management regarding tax project activities as well as key issues and recommended courses of action.
- Develops presentations to management as well as federal and state control agency representatives regarding major developmental projects and legislative proposals.
- Represents the division on inter-and intra-departmental task forces. Presents and negotiates the department's position on complex Employment Tax issues, projects and legislative proposals.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Conducts complex and sensitive project assignments or administrative issue resolution as requested by PPSD and/or SCO management. Acts as a consultant to management as well as federal and state organizations regarding tax policy formulation, and on controversial and/or confidential issues. Independently develops section policies and procedures.
- Develops detailed project plans for the unit, monitors and evaluates progress, determines corrective measures and adjusts plans as necessary.
- Monitors and evaluates job performance and provides feedback to the employee and management.

Desirable Qualifications

Knowledge of:

- Principles and trends of public administration, including management and staff services' practices such as collective bargaining, personnel services, planning, program evaluation, and other related areas.
- Principles and practices of employee supervision, development and training, program management, and the legislative process.

Ability to:

- Gain and maintain the confidence and cooperation of colleagues to further the scope of the indicated work.
- Manage multiple, complex personnel and payroll services programs and utilize interdisciplinary teams effectively to direct the activities of payroll and management information reporting systems.
- Establish and maintain project priorities as well as develop and effectively utilize all available resources.
- Analyze data and effectively present ideas and information orally and in writing.
- Effectively utilize Microsoft Office Suite software.
- Consult with and advise control agencies or other interested representatives regarding payroll, management analysis/information and collective bargaining matters.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5878

Attn: Butch Massoni